



OPEN STATEWIDE STAFF TOXICOLOGIST (SPECIALIST) DEPARTMENT OF TOXIC SUBSTANCES CONTROL



CALIFORNIA STATE GOVERNMENT-OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING: Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

WHO SHOULD APPLY: Persons who meet the minimum qualifications as stated below.

NO WRITTEN TEST IS REQUIRED: This entire examination will consist of a structured qualifications appraisal interview. Interviews are ordinarily scheduled in Sacramento, Berkeley, Cypress and Glendale. However, locations of interviews may be changed as conditions warrant.

HOW AND WHERE TO APPLY: Applications are available at the address below or on the State Personnel Board web site at <http://forms.spb.ca.gov>. To learn more about the testing arrangements, contact the testing office shown below. Applications personally delivered or received via interoffice mail must be received and stamped by DTSC's Examination Unit no later than CLOSE OF BUSINESS 5:00 p.m. on the final filing date. Applications may be filed in person or by mail with:

Department of Toxic Substances Control
1001 "I" Street, P.O. Box 806
Sacramento, CA 95812-0806
(916) 323-2679 CALNET 8-473-2679

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SALARY RANGE: \$5984 - \$7239

SPECIAL TESTING INFORMATION: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

CROSS FILING INFORMATION: If you meet the entrance requirements for this class and for Associate Toxicologist you may file for both examinations on the same application.

THE POSITION: This level of the series will act as the subject matter expert. Under general direction, originates, designs and carries out toxicological studies and investigations; in a specific area of expertise, acts as statewide expert on the toxicological properties of chemicals for the purpose of advising on health and environmental problems; interprets and evaluates experimental study results in terms of toxicological properties and hazards, especially in the area of expertise; evaluates, advises and consults on the adequacy of toxicological data submitted by other organizations; advises on precautionary labeling for hazardous chemicals and products; provides technical consultation in areas such as legislation, rule and regulation promulgation and policy development; testifies as an expert witness in hearings and court procedures; prepares reports and scientific papers for publication; and may serve in a lead capacity over other scientific and technical staff.

Position(s) exist with the Department of Toxic Substances Control.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated below.

NOTE: Applicants must meet the education and/or experience for this examination by the final filing date. All applications/resumes must include to and from dates (month/day/year), time base, and civil service class titles. Applications received without this information will be rejected. Applications/resumes must contain the following information on all related college courses completed: title, semester or quarter credits, name of institution, and completion dates. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination meeting 100 percent of the overall experience requirement.

MINIMUM QUALIFICATIONS:

EITHER I

Two years of experience in the California state service performing the duties of an Associate Toxicologist, Range B. **AND**

Possession of a Doctoral Degree in Toxicology, Biochemistry, Pharmacology, or a closely related specialty.

OR II

Three years of postdoctoral experience in toxicology or closely related field. This experience must have included the interpretation of toxicological findings relative to probable human health or aquatic life hazards and one year of experience in the development and design of toxicological research and investigative studies. **AND**

Possession of a Doctoral Degree in Toxicology, Biochemistry, Pharmacology or a closely related specialty.

EXAMINATION INFORMATION: A candidate may be tested only once during any testing period. The testing periods are January 1 – June 30 and July 1 – December 31. Unsuccessful competitors who do not attain a minimum rating of 70.00% must wait at least 6 months from disqualification before reapplying. Successful competitors establish eligibility for 12 months and are restricted from re-competing during this 12 month eligibility period. This examination will consist of a structured qualifications appraisal interview. This examination will consist of a structured qualifications appraisal interview. Candidates will be allowed time prior to the interview to prepare a response(s) to a problem(s) which will be presented to the interview panel. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100.00%**

SCOPE: In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively; relative to job demands, each competitor's:

A. KNOWLEDGE OF:

1. General principles of toxicology, with emphasis in environmental and occupational health concerns.
2. Laboratory and testing procedures for toxicological investigations.
3. Principles and procedures of risk assessment.
4. Provisions of laws, rules, and regulations pertaining to the use, processing and handling of toxic substances.
5. Principles of toxicology and public health applicable to the recognition, identification and quantification of relative hazards from exposure to chemicals in the environment.
6. One or more specialized areas in toxicology or a closely related field.

B. ABILITY TO:

1. Evaluate research studies in the fields of toxicology and pharmacology for application to issues of public health.
2. Work cooperatively with outside agencies and departmental staff.
3. Interpret and apply environmental and public health standards.
4. Communicate effectively.
5. Analyze situations accurately and take effective action.
6. Provide leadership in the evaluation and development of programs to implement toxicological practices and procedures on a statewide basis.
7. Function as a specialist in one or more phases of toxicology.

VETERANS PREFERENCE CREDIT: will not be granted in this examination since it does not qualify as an entrance examination under the law.

ELIGIBLE LIST INFORMATION: An eligible list will be established for the Department of Toxic Substances Control. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

GENERAL INFORMATION

It is the candidate's responsibility to contact the _____ N/A _____, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Toxic Substances Control at (916) 323-2679/CALNET 8-473-2679 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices and local offices of the Employment Development Department.

If you meet the requirements stated on the reverse, you may take this examination which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Berkeley, Cypress, and Glendale. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to : 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.) TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Telephone Service for the Deaf or Hearing Impaired: From TDD phones: 1-800-342-5966 From Voice Telephones: 1-800-342-5833 O (Rev. 3/89)